

FIRST SHIFT DAY: FEBRUARY 9-14

- I. Review of General Shift Day Procedure: telephones; clean-up; pulling Dust requests and CxR; continuity checking; food; posters; calling members with shifts.
- II. Thorough tour of the station-- including downstairs.
- III/ Program:
 - Programming and personnel of the day; what each program consists of; all station switching.
 - Explanation of "close-circuit": diplexer; tuning boxes.
 - Executive Committee: past and present 7; three duties of each exec; past chairman several years back.
- IV. Engineering:
 - CRI: Console; patchboard and announcer controls; Ray; warning light procedure; patchcords.
 - Review Chief Engineer's lecture and ask for questions. Review everything at least once.
- V. Meetings and a quiz (This week only, the quiz can be omitted if the supervisors see fit.)

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SECOND SHIFT DAY: FEBRUARY 16-21.

Program:

Programming for the entire week.

Special programs: broadcast times; content; who produces them.

Station switch procedure.

Sunday programming: special emphasis to nature of these shows and why put on Sunday.

Personnel for prestige shows: Dust, Mat, ATB, Retch, POP, CxR.

Engineering:

Basic engineering in both control rooms.

CRI cold!: patchboard; announcer controls; power switches; ear-phone, cue, and talkback gain pots; bus patches; tel lines; color coding on patch board; basics, in general.

Plus, when these are grasped: use of the second channel (makes sure they understand this!); difference between break and bridge patches; Air cue; line cue; monitor; audition; all different ways of cueing in preparation for Saturday broadcasting.

In short, everything should be known now except remote procedure.

Review anything unclear on business.

Meetings and a quiz.

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THIRD SHIFT DAY: FEBRUARY 23-28

Program:

Reminder to read general board, executive committee meeting, and board of governors meeting minutes as well as supe reports. Mostly review: of programming; logs (from Thursday nite meeting); tell who to contact if continuity is missing.

Program guide.

One more shift day till half-way PP test. Keep heads up.

Engineering:

Complete review of both control rooms.

How to take transmitter readings and explain signing and keeping of these logs.

Review pots that control cue, earphones, and talkback.

Small patchboard at backwall of CRII.

One more shift day till half-way Engineering test.

Heelers should be thinking about projects.

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FOURTH SHIFT DAY: MARCH 1-6

I. Program:

New chain of command; all positions, including supes and a-supes;
general duties of all officers (again, including supes)
All duties of executives from by-laws and by-laws in general
Review of everything up to this point for PP test

II. Engineering:

Microphones and tape recorders
Setting up of machines
Disposition of tapes after recording
Complete review of both control rooms
Review of everything up to this point for Eng. test

III. Projects

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FIFTH SHIFT DAY: MARCH 8-13

I. Program

Station History:

WOCD Beginnings, steam pipes, Clark and Guba

WWII and after split from OCD.

WYBC-A (1957) and WYBC-FM (1959)

New Transmitter; possibilities of multiplex; recording studio
(YES, HELEN and Nora and RAY, there is a HERITAGE.)

II. Engineering

Sign on and off procedure for AM only.

Transmitters on and off.

Turntables out of gear

All power switches

Christmas tree

Taped sign ons and themes.

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THE IVY NETWORK CORPORATION

242-A Yale Station, New Haven, Connecticut
Telephone STate 7-0711

Date _____

This is to certify that the following stations have broadcast _____ sponsored programs for _____ as specified below and entered in the program logs of the individual stations for the month of _____.

Type of Show	Time:	From	To
WBRU (Brown)			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17			Station Total _____
18 19 20 21 22 23 24 25 26 27 28 29 30 31			Days Carried Circled _____

Missed: _____ Reason: _____
Made Good: _____

WVBR (Cornell)	Time:	From	To
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17			Station Total _____
18 19 20 21 22 23 24 25 26 27 28 29 30 31			Days Carried Circled _____

Missed: _____ Reason: _____
Made Good: _____

WDBS (Dartmouth)	Time:	From	To
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17			Station Total _____
18 19 20 21 22 23 24 25 26 27 28 29 30 31			Days Carried Circled _____

Missed: _____ Reason: _____
Made Good: _____

WHRB (Harvard)	Time:	From	To
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17			Station Total _____
18 19 20 21 22 23 24 25 26 27 28 29 30 31			Days Carried Circled _____

Missed: _____ Reason: _____
Made Good: _____

SIXTH SHIFT DAY: APRIL 15-19

I. Program

- A. Constitution: non-profit status; incorporated under Conn. State Law
- B. Board of Governors: legal status; who they are; election
- C. Review of By-laws: process of amendment; elections; voting rights; quorum

II. Engineering

- A. Review of remotes and remote procedure:
 - Remote talkback procedure
 - Comp. amp.
 - Calling in
 - Timing
 - Remote units
- B. Complete FM sign on and sign off:
 - Setting of CR for sign on
 - Readings; logs

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SEVENTH SHIFT DAY: MONDAY APRIL 6-SUNDAY APRIL 12

PROGRAM:

Open for general review and preparation for final PP tests; this should be followed by comprehensive quiz covering material of all other quizzes to this point.

Licensing procedure for station and engineer.

ENGINEERING:

All emergency procedure:

- failure of any announcers mike to go on
- crump of either channel in either CR
- failure of cue system
- failure of FM meters or circuits
- fire procedure

-NOTA BENE: NEXT WEEK THE HEELERS RUN THE STATION AS SUPES.

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theEIGHTH and final SHIFT DAY: MON. APRIL 13-SUN. APRIL

HEELERS ARE TO SUPERVISE: this includes writing their own evaluation report as well as the supe report.

Last inspirational talk from/with/about behind the back of the supervisor.

ELECTIONS ARE SUNDAY, APRIL 19, 1964.

"GOOD LUCK!"

...from the farewell address
Ophelia Schwantz

KBR
Vice-Chairman